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Request for Quotation

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Description automatically generated**

## Request for Quotation

**Invertebrate sampling in dune slack ponds for Dynamic Dunescapes (DuneLIFE) LIFE 17 NAT/UK/000570; HG-16-08643**

You are invited to submit a quotation for the requirement described in the specification below.

**Your response should be returned to the following email address by:**

**Email: verity.pitts@naturalengland.org.uk**

**Date: 29 September 2023**

**Time: 12:00 GMT**

Ensure you state the reference number and ‘Final Submission’ in the subject field to make it clear that it is your response.

**Please include the project name and reference numbers on ALL documentation: Dynamic Dunescapes (DuneLIFE) LIFE 17 NAT/UK/000570; HG-16-08643**

**Contact Details and Timeline**

Verity Pitts will be your contact for any questions linked to the content of the quote pack or the process. Please submit any questions by email and note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

If you are intending to submit a tender and would like to receive any responses to questions and clarifications please register your interest by email to Verity Pitts by 25/09/2023.

|  |  |
| --- | --- |
| Action | Date |
| Date of issue of RFQ | 15 Sep-2023 |
| Deadline for clarifications questions | 25 Sep 2023 at 12:00 GMT |
| Deadline for receipt of Quotation | 29-Sep 2023 at 12:00 GMT |
| Intended date of Contract Award | 6 Oct 2023 |
| Intended Contract Start Date | 9 Oct 2023 |
| Intended Delivery Date / Contract Duration | 9 Oct 2023 to 31 May 2024 |

### 

Section 1: General Information

### Glossary

Unless the context otherwise requires the following words and expressions used within this Request for Quotation shall have the following meanings (to be interpreted in the singular or plural as the context requires):

|  |  |
| --- | --- |
| “Authority” | Means Natural England who is the Contracting Authority. |
| “Contract” | Means the contract to be entered into by the Authority and the successful supplier. |
| “Response” | Means the information submitted by a supplier in response to the RFQ. |
| “RFQ” | Means this Request for Quotation and all related documents published by the Authority and made available to suppliers |

### Conditions applying to the RFQ

### You should examine your Response and related documents ensuring it is complete and in accordance with the stated instructions prior to submission.

### Your Response must contain sufficient information to enable the Authority to evaluate it fairly and effectively. You should ensure that you have prepared your Response fully and accurately and that prices quoted are arithmetically correct for the units stated.

### By submitting a Response, you, the supplier, are deemed to accept the terms and conditions provided in the RFQ. Confirmation of this is required in Annex 2.

### Failure to comply with the instructions set out in the RFQ may result in the supplier’s exclusion from this quotation process.

### Acceptance of Quotations

By issuing this RFQ the Authority does not bind itself to accept any quotation and reserves the right not to award a contract to any supplier who submits a quotation.

#### Costs

The Authority will not reimburse you for any costs and expenses which you incur preparing and submitting your quotation, even if the Authority amends or terminates the procurement process.

#### Self-Declaration and Mandatory Requirements

The RFQ includes a self-declaration response (Annex 1) which covers basic information about the supplier, as well as any grounds for exclusion. If you do not comply with them, your quotation will not be evaluated.

Any mandatory requirements will be set out in Section 2, Specification of Requirements and, if you do not comply with them, your quotation will not be evaluated.

#### Clarifications

Any request for clarification regarding the RFQ and supporting documentation must be submitted via email no later than the deadline for clarifications set out in the Timetable. The Authority shall be under no obligation to respond to queries raised after the clarification deadline.

The Authority will respond to all reasonable clarifications as soon as possible but cannot guarantee a minimum response time. The Authority will publish all clarifications and its responses to all suppliers via email unless deemed commercially sensitive.

If a supplier believes that a request for clarification is commercially sensitive, it should clearly state this when submitting the clarification request. However, if the Authority considers either that:

● the clarification and response are not commercially sensitive; and

● all suppliers may benefit from its disclosure,

then the Authority will notify the supplier (via email), and the supplier will have an opportunity to withdraw the request for clarification by sending a further message requesting the withdrawal of the clarification request. If not withdrawn by the supplier within 2 working days of the Authority’s notification, the Authority may publish the clarification request and its response to all suppliers and the Authority shall not be liable to the supplier for any consequences of such publication.

The Authority reserves the right to seek clarification of any aspect of a quotation and/or provide additional information during the evaluation phase to carry out a fair evaluation. Where the Authority seeks clarification on any aspect of the quotation, the supplier must respond within the timeframe requested by the Authority.

#### Amendments

The Authority may amend the RFQ at any time prior to the deadline for receipt. If it amends the RFQ the Authority will notify you via email.

Suppliers may modify their quotation prior to the deadline for Responses. No Responses may be modified after the deadline for Responses.

Suppliers may withdraw their quotations at any time by submitting a notice via the email to the named contact.

#### Conditions of Contract

#### The Authority’s standard [Condensed Terms and Conditions](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419955/standard-condensed-terms.doc) provided as part of the RFQ will be included in any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

#### Suppliers should note that the quotation provided by the successful bidder will form part of the Contract.

**Prices**

Prices must be submitted in £ sterling, inclusive of VAT.

#### Disclosure

All Central Government Departments, their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice. For these purposes, the Authority may disclose within Government any details contained in your quotation. The information will not be disclosed outside Government during the procurement.

In addition, the Authority is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, which provide a public right of access to information held by public bodies. In accordance with these two statutes, the Authority may be required to disclose information contained in your quotation to any person who submits a request for information pursuant to those statutes.

Further to the Government’s transparency agenda, all UK Government organisations must advertise on Contract Finder in accordance with the following publication thresholds:

● Central Contracting Authority’s: £12,000

● Sub Central Contracting Authority’s and NHS Trusts: £30,000

For the purpose of this RFQ the Authority is classified as a Central Contracting Authority with a publication threshold of £12,000 inclusive of VAT.

If this opportunity is advertised via Contracts Finder, we are obliged to publish details of the awarded contract including who has won the contract, the contract value, and indicate whether the winning supplier is a small and medium-sized enterprise (“SMEs”) or voluntary organisation or charity. A copy of the contract must also be published with confidential information redacted.

By submitting a Response, you consent to these terms as part of the procurement.

### Disclaimers

Whilst the information in this RFQ and any supporting information referred to herein or provided to you by the Authority have been prepared in good faith the Authority does not warrant that this information is comprehensive or that it has been independently verified.

The Authority does not:

* make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFQ;
* accept any liability for the information contained in the RFQ or for the fairness, accuracy or completeness of that information; or
* accept any liability for any loss or damage (other than in respect of fraudulent misrepresentation or any other liability which cannot lawfully be excluded) arising as a result of reliance on such information or any subsequent communication.

Any supplier considering entering into contractual relationships with the Authority following receipt of the RFQ should make its own investigations and independent assessment of the Authority and its requirements for the goods and/or services and should seek its own professional financial and legal advice.

**Protection of Personal Data**

In order to comply with the General Data Protection Regulations 2018 the supplier must agree to the following:

You must only process any personal data in strict accordance with instructions from the Authority.

* You must ensure that all the personal data that we disclose to you or you collect on our behalf under this agreement are kept confidential.
* You must take reasonable steps to ensure the reliability of employees who have access to personal data.
* Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.
* Any disclosure of personal data must be made in confidence and extend only so far as that which is specifically necessary for the purposes of this agreement.
* You must ensure that there are appropriate security measures in place to safeguard against any unauthorised access or unlawful processing or accidental loss, destruction or damage or disclosure of the personal data.
* On termination of this agreement, for whatever reason, the personal data must be returned to us promptly and safely, together with all copies in your possession or control.

**General Data Protection Regulations 2018**

#### For the purposes of the Regulations the Authority is the data processor.

#### The personal information that we have asked you provide on individuals (data subjects) that will be working for you on this contract will be used in compiling the tender list and in assessing your offer. If you are unsuccessful the information will be held and destroyed within two years of the award of contracts. If you are awarded a contract it will be retained for the duration of the contract and destroyed within seven years of the contract’s expiry.

#### We may monitor the performance of the individuals during the execution of the contract, and the results of our monitoring, together with the information that you have provided, will be used in determining what work is allocated under the contract, and in any renewal of the contract or in the award of future contracts of a similar nature. The information will not be disclosed to anyone outside the Authority without the consent of the data subject, unless the Authority is required by law to make such disclosures.

#### Equality, Diversity & Inclusion (EDI)

#### The Client is striving to create a diverse and inclusive working environment where every individual has equality of opportunity to progress and to apply their unique insights to making the UK a great place for living. The Service Provider is expected to respect this commitment in all dealings with natural England staff and service users.

#### Suppliers are expected to;

#### ● support Defra group to achieve its Public Sector Equality Duty as defined by the Equality Act 2010, and to support delivery of [Defra group’s Equality & Diversity Strategy](https://www.gov.uk/government/publications/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024).

#### ● meet the standards set out in the [Government’s Supplier Code of Conduct](https://www.gov.uk/government/publications/supplier-code-of-conduct).

#### ● work with Defra group to ensure equality, diversity and inclusion impacts are addressed (positive and negative) in the goods, services and works we procure, barriers are removed and opportunities realised .

#### Sustainable Procurement

#### Addressing global sustainability impacts and realising additional community benefits within commercial activity is core to Defra group’s approach, working with its supply chain is key to achieving sustainable outcomes. In addition to supporting Defra group to meet its outcomes we look to understand and reduce negative sustainability impacts associated with our commercial activity and realise benefits.

#### The Client encourages its suppliers to share these values, work to address negative impacts and realise opportunities, measure performance and success.

#### Suppliers are expected to have an understanding of the Sustainable Development Goals, the interconnections between them and the relevance to the Goods, Services and works procured on the Client’s behalf.

**Conflicts of Interest**

The concept of a conflict of interest includes but is not limited to any situation where an Involved Person or Relevant Body has directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure and/or affect the integrity of the contract award.

We expect suppliers to mitigate appropriately against any real or perceived conflict of interest through their work with government. A supplier with a position of influence gained through a contract should not use that position to unfairly disadvantage any other supplier or reduce the potential for future competition.

Where the supplier is aware of any circumstances giving rise to a conflict of interest or has any indication that a conflict of interest exists or may arise you should inform the Authority of this as soon as possible (whether before or after they have submitted a quotation). Tenderers should remain alert to the possibility of conflicts of interest arising at all stages of the procurement and should update the Authority if any new circumstances or information arises, or there are any changes to information already provided to the Authority. Failure to do so, and/or to properly manage any conflicts of interest may result in a quotation being rejected.

Provided that it has been carried out in an open, fair and transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the supplier.

Section 2: The Invitation

#### Specification of Requirements

The Authority is Natural England. The Authority’s priorities are to secure a healthy natural environment; a sustainable, low-carbon economy; a thriving farming sector and a sustainable, healthy and secure food supply. Further information about the Authority can be found at: [Natural England](http://www.naturalengland.org.uk/)

**Project Background**

The Dynamic Dunescapes (DuneLIFE) project (LIFE 17 NAT/UK/000570) is a six-year project running from September 2018. Declines in the extent and quality of sand dunes, often due to over-stabilisation, have reached a critical point. The latest Article 17 UK report states all seven sand dune habitats and H3110 freshwater feature are in an overall bad conservation status. DuneLIFE will improve the SAC’s condition by tackling the root causes of decline such as over-stabilisation, encroachment of invasive species and nutrient enrichment. It will implement best practice techniques in ways which are sustainable and promote their replication and transfer. The project is led by Natural England working in partnership with the National Trust, Plantlife, Natural Resources Wales and three Wildlife Trusts. The project is financially supported by LIFE, a financial instrument of the European Commission, and the National Lottery Heritage Fund. More details about the project are available on the project website: [Home - Dynamic Dunescapes](https://dynamicdunescapes.co.uk).

The project is looking to undertake a study of pet flea treatments and the potential impacts on dune slacks (in terms of water quality, persistence) and their effect on associated invertebrates, amphibians, and other species. The effects of any flea treatments in dune water bodies could be having a significant impact on protected species, such as natterjack toads, as well as general aquatic invertebrates. We have yet to understand whether this is an issue and, if it is, its magnitude. Results from this monitoring would lead to better understanding of the issue and would provide evidence to use in communications with the public and potentially a change in how the sites are managed to reduce any impact.

**Scope of work required**

**Impact of pet flea treatments on dune habitats**

The Dynamic Dunescapes (DuneLIFE) project is seeking a quotation for the assessment of invertebrates present in dune slack ponds. The results will feed into a wider assessment of pet flea treatments in dune slacks, in order to assess any potential impact on invertebrates.

We are planning on undertaking a sampling scheme across 12 different sand dune ponds (known as dune slacks) from three sand dune Special Areas of Conservation (SACs) around the English coast – Braunton Burrows SAC, Sefton Coast SAC and Saltfleetby -Theddlethorpe Dunes & Gibraltar Point SAC. At the latter SAC, the study area will be centred around Saltfleetby – Theddlethorpe Dunes National Nature Reserve (NNR).

Further information about Braunton Burrows SAC can be accessed [here](https://designatedsites.naturalengland.org.uk/SiteGeneralDetail.aspx?SiteCode=UK0012570&SiteName=&countyCode=&responsiblePerson=&unitId=&SeaArea=&IFCAArea=)

Further information about Sefton Coast SAC can be accessed [here](https://designatedsites.naturalengland.org.uk/SiteGeneralDetail.aspx?SiteCode=UK0013076&SiteName=Sefton&countyCode=&responsiblePerson=&SeaArea=&IFCAArea=)

Further information about Saltfleetby -Theddlethorpe Dunes & Gibraltar Point SAC can be accessed [here](https://designatedsites.naturalengland.org.uk/SiteGeneralDetail.aspx?SiteCode=UK0030270&SiteName=Saltfleetby&countyCode=&responsiblePerson=&SeaArea=&IFCAArea=) and information about Saltfleetby-Theddlethorpe Dunes NNR [here](https://designatedsites.naturalengland.org.uk/SiteGeneralDetail.aspx?SiteCode=1006128&SiteName=Saltfleetby&countyCode=&responsiblePerson=&SeaArea=&IFCAArea=)

We have undertaken a literature search on the subject and while the effects of pet flea treatments, such as Fipronil and Imidacloprid, are starting to be reported on freshwater systems such as streams, rivers and in ponds, so far we believe this will be the first study on water bodies in sand dune systems.

For the wider project, we are interested in understanding whether the dune slacks contain evidence of the pet flea treatments Fipronil and Imidacloprid and, if so, at what concentrations. Some of the dune slack ponds are fenced which restricts dog access, while others are open to dogs entering the water. Dune slacks are fed by the water table and so it is possible that even ponds that restrict dog access may have concentrations of these chemicals in them. For many years our site managers have been concerned that these chemicals may be having a detrimental impact on the invertebrate and amphibian populations. This contract will focus on collecting invertebrate samples from each of the ponds so that we can see if there are any differences between the species diversity and abundance of invertebrates and whether this shows any correlation with the presence or absence of pet flea treatments. It is hoped that following this initial contract, these studies might lead onto a larger study, with a larger sample size (both in frequency of water collection and a great number of sites).

**Tasks and required outputs**

**Invertebrate sampling in dune slack ponds**

Invertebrate sampling to be carried out at the 12 dune slack ponds across three SACs, to coincide with water sampling analysis, (the water sampling collection and analysis will be carried out under a separate contract).

We require the quotation to cover:

Collection and analysis of invertebrate samples from each of the study ponds to determine if there are any differences in invertebrate species diversity and abundance. This will enable comparison with the water analysis to see if there is any correlation with the presence or absence of pet flea treatments in the water. The invertebrate surveys of the 12 ponds should be undertaken around the same time as the water samples are taken during October 2023 and March 2024.

A suitable sampling method should be suggested by the contractor, but could include a combination of methods i.e. vegetation sampling or sweep netting, in addition, eDNA samples could also be taken if considered appropriate. We are aware that sampling in October and March may not be ideal in terms of detecting species present (compared to sampling from spring through to autumn), but we hope that it is sufficient to give an indication of the diversity of each dune slack and allow some correlation with the water samples to be made.

Ponds may have great crested newts and natterjack toads. Please therefore indicate whether you hold appropriate survey licences, if required.

Once all data has been collected and analysed, a separate written report providing interpretation of the data is to be provided. Natural England requires the opportunity to comment on draft Final Reports. A draft report in MS Word should be received by the end of April in order for comments to be made. Final report will be due by the end of May, incorporating all comments. Tenderers should be aware that Natural England and Defra may publish reports. Reports must include the project and funder logos and the project name and codes (Dynamic Dunescapes (DuneLIFE) LIFE 17 NAT/UK/000570; HG-16-08643).

All travel costs.

Key staff to work on this contract must be detailed with experience in the methodologies suggested clearly identified.

Please also include the following information:

* Proposed methodology and timeframes for achieving the specification
* Recent experience of carrying out similar contracts
* Risk Assessments
* Lone working practices (if applicable)
* Health & Safety Policies/Certificates
* VAT registration number
* Licenses
* Sustainable Procurement Practices
* Completed Mandatory Requirements (Annex 1)
* Completed Acceptance of Terms and Conditions (Annex 2)

**Please include the project name and reference numbers on ALL documentation: Dynamic Dunescapes (DuneLIFE) LIFE 17 NAT/UK/000570; HG-16-08643**

**Outputs and Contract Management**

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Deliverable | Responsible Party | Date of completion |
| 1 | Start-up meeting between project officer and supplier | Natural England | w/c 9 October |
| 2 | Collection of first set of invertebrate samples across three sites | Supplier | End of November 2023 |
| 3 | Collection of second set of invertebrate samples across three sites | Supplier | 31 March 2024 |
| 4 | Analysis of samples and draft written report | Supplier | 30 April 2024 |
| 5 | Final report in digital format via e-mail | Supplier | 31 May 2024 |
| 6 | End of Contract |  | 31 May 2024 |

This contract shall be managed on behalf of the Authority by:

Dr Louise Denning

[louise.denning@naturalengland.org.uk](mailto:louise.denning@naturalengland.org.uk)

Tel 07770 832559

We will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award.

**Value of Contract**

£5,000 to £20,000 ex VAT

**Payment**

The Authority will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award.

The Authority’s preference is for all invoices to be sent electronically, quoting a valid Purchase Order number. Suppliers may invoice after project milestones have been completed.

It is anticipated that this contract will be awarded for a period of seven months to end no later than 31/05/24. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in writing in advance of any work commencing and may be subject to further competition.

**Quotation Submission**

We will award this contract in line with the most economically advantageous tender (MEAT) as set out in the following award criteria:

Commercial – 50%

Suppliers are required to submit a total cost to provide the deliverables stated in the Specification of Requirements.

Technical – 50%

The following Technical Criteria are weighted in accordance with the importance and relevance attached to each one.

|  |  |  |
| --- | --- | --- |
| **Criteria** | weighting | **To include:** |
| **Staff** | 50 | Please submit pen portraits separately of staff to work on this project with details of experience of carrying out similar contracts clearly identified. |
| **Methodology** | 50 | Please provide details of the methodology and approaches proposed to deliver the requirements of this project.  Your response should:  1) Demonstrate a clear understanding of the nature of the requirements.  2) Be a clear, practical, achievable, and cost-effective methodology to deliver these requirements.  3) Have information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project. |

Technical evaluations will be based on responses covering key criteria which are outlined above. Scores for questions will be based on the following:

|  |  |
| --- | --- |
| **Score** | **Justification** |
| For a score of hundred (100): | Very good - Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. There are no weaknesses and therefore the tender response gives the Authority complete confidence that all the requirements will be met to a high standard. |
| For a score of seventy (70): | Good - Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. The response contains minor weaknesses and therefore the tender response gives the Authority confidence that all the requirements will be met to a good standard. |
| For a score of fifty (50): | Moderate - Addresses most of the requirements with most of the relevant supporting information set out in the RFQ. The response contains moderate weaknesses and therefore the tender response gives the Authority confidence that most of the requirements will be met to a suitable standard. |
| For a score of twenty (20): | Weak - Substantially addresses the requirements but not all and provides supporting information that is of limited or no relevance or a methodology containing significant weaknesses and therefore raises concerns for the Authority that the requirements may not all be met. |
| For a score of zero (0): | Unacceptable - No response or provides a response that gives the Authority no confidence that the requirement will be met. |

The winning tenderer will be the highest scoring combined score.

**Award**

Once the evaluation of the Response(s) is complete all suppliers will be notified of the outcome via email. The successful supplier will be issued the contract via a Purchase Order.

Annex 1 Mandatory Requirements

Part 1 Potential Supplier Information

Please answer the following self-declaration questions in full and include this Annex in your quotation response.

Part 1.1 Potential Supplier Information:

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) | Registered office address (if applicable) |  |
| 1.1(c) | Company registration number (if applicable) |  |
| 1.1(d) | Charity registration number (if applicable) |  |
| 1.1(e) | Head office DUNS number (if applicable) |  |
| 1.1(f) | Registered VAT number |  |
| 1.1(g) | Are you a Small, Medium or Micro Enterprise (SME)? | (Yes / No) |

Note: See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en>

Part 1.2 Contact details and declaration

By submitting a quotation to this RFQ I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay you will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 1.2(a) | Contact name |  |
| 1.2(b) | Name of organisation |  |
| 1.2(c) | Role in organisation |  |
| 1.2(d) | Phone number |  |
| 1.2(e) | E-mail address |  |
| 1.2(f) | Postal address |  |
| 1.2(g) | Signature (electronic is acceptable) |  |
| 1.2(h) | Date |  |

Part 2 Exclusion Grounds

Part 2.1 Grounds for mandatory exclusion

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| --- | --- | --- |
| Question no. | Question | Response |
| 2.1(a) | Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below. | |
|  | Participation in a criminal organisation. | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Corruption. | ((Yes / No)  If yes please provide details at 2.1 (b) |
|  | Fraud. | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Terrorist offences or offences linked to terrorist activities | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Money laundering or terrorist financing | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Child labour and other forms of trafficking in human beings | (Yes / No)  If yes please provide details at 2.1 (b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.1 (c) | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (i.e. Self-Cleaning) | (Yes / No) |
| 2.1(d) | Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | (Yes / No) |
| 2.1(e) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

Part 2.2 Grounds for discretionary exclusion

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| --- | --- | --- |
| Question no. | Question | Response |
| 2.2(a) | The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation | |
| 2.2(b) | Breach of environmental obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(c) | Breach of social obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(d) | Breach of labour law obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(e) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2 (f) | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

Annex 2 Acceptance of Terms and Conditions

I/We accept in full the terms and conditions appended to this Request for Quote document.

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_